

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Department of Education Application Date Application Number Office of Administrative Services Fiscal Services Division Application Number Date Received Accounting Services Section AUG 7 1981 Atlanta, GA 30334 JUL 2 2 1981 2. Person to Contact **Working Title** Telephone Number Arvil Ensley Administrator 656-2497 3. Action Requested a.

Establish Retention Schedule: record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. ____ Check One: 🖾 Change; 🛘 Supercede; 🗀 Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest | To Date Education Grants Accounting Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function No Change. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. administering the payment of state and federal grants to local school systems, regional Documents relating to: libraries, other state agencies and individuals. Included are: No Change No Change File is arranged: How often are records referred to which are: 8. Monthly Reference Rate ___; Seven to twelve months old _____; Thirteen to twenty-four months old _____; One to six months old _____ twenty-five months and older 9. Annual Rate of Accumulation of Records ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Letter-size drawers _

YES	NO	10.	Questionnaire	(Place an "X	" in the proper co	lumn)					
ĺ		a.	Is this the official copy of the series?								
		<u>L_</u>	If not, where is	not, where is it?							
		Ь.	Does the series	Does the series contain confidential information requiring security handling? If yes, gite law or regulation.							
		<u>c.</u>	Is this a vital re	cord?	<u></u>						
		d.	Does this series	ies have historical or long term research value?							
	\	e.	When one or tw	two documents in the file make it necessary to keep the entire file for a long period, could these							
	ļ	<u> </u>	documents be s	be scheduled separately?							
		f.	Is the informat	ormation contained in this series ever published? If yes, attach copy.							
	. ****	g.	Is the informat	nation contained in this series ever analyzed and/or recorded in a summarized report?							
	<u>'</u>	ļ		s the information contained in this series ever analyzed and/or recorded in a summarized report? Yes, attach copy.							
	_ :	h.	. Is there a dupli	cation of this s	eries in your office	e, or in another office or agency?					
			If yes, where?	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·						
	L	لمليا	Is this series (or	r a major portic	on of it) regularly	microfilmed?					
		<u>i.</u>	Does the record	d series result in	a computer print	tout?					
11.	Reten	tion	Requirements	The	e following require	es the series to be kept:					
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	a. Sta	ate La	s w		years.	d. Audit period	years.				
	b. Sta	atute	of limitation		years.		years.				
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INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to

FOR AGENCY USE	1. Agency Address		FOR RECORDS	MANAGEMENT USE
dication Date	Department of Educ	ation	Application Number	· · · · · · · · · · · · · · · · · · ·
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Andrew Control of the	Accounting Service	s Unit	/9-215	
Hication Number	I32 State Office B		Data Received	Date Completed
	Atlanta, Georgia	30334	OCT 3 1979	NOV 1 6 191
Person to Contact		Working Title		Telephone Number
Arvil Ensley		Director		656-2497
Action Requested	The particular of the property of the second section of the sectio	r amana r a raku k arukan awan	್ .1254. ಈ ಕಪ್ರಾ ಪ್ರಾಕಾಕ್ಯಾಂಡ	
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Record Series Description	This file contains the following Attach samples of the file.	ng documents (include form	n numbers and titles, if a	ny):
Documents relating to:	Paying vocational	grants to school s	ystems.	
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Included are:	Teacher contracts,	expenditure repor	ts, payroll repo	rts, project
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TES NO 10. Chestomath	ficial copy of the series?	olumn)	. A service of the contract of
X If not, where	• • • ·	•	
	•	n requiring security handling? If yes, cite law	nor requision
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X c. Is this a vital	record?		· Commence of the commence of the second
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X Does the reco	<i>lor a maior portion of it!</i> requiarly	microfilmed?	intout.
11. Retention Requirements	The following requirements	res the series to be kept:	211 CO U C
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a. State Law	years.	d. Audit period	years.
b. Statute of limitation	years.		8 years.
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Recommendations in para-		State Records Committee (Signatur	re) Date
graph 12 are approved.	State Auditor/Designee	1 A Marie Ma	11-sma
(If disapproved, attach letter	13 / 20k		11-12.
of explanation.)	Secretary of State/Designed	Carrole Land	11-14-79
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AR-50-71; Rev. 78